

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE NO. 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SAMPLE WORDING FOR LETTER OF INVITATION**

**(For Local Mayors)  
CHAPTER 3 APPENDIX F**

*NOTE: This is designed to be printed on the blank federation stationery which carried the NARFE logo and the CSFC logo with the heading "NARFE – California State Federation of Chapters"*

[Date]

[Address]

Dear [Mayor]

It is my pleasure and honor on behalf of our Federation President, [name] and members of the California State Federation of Chapters, National Active and Retired Federal Employees Association (NARFE) to invite you to the opening of our [number] Biennial Convention.

The convention will formally open at [time] on [day, date] at the [location]. The California State Federation of Chapters consists of approximately [quantity] members through out the state. We anticipate about [quantity] members in attendance at our biennial convention.

If you could visit and offer welcoming remarks to our California Federation Delegates, we would be honored. Please let me know, at your earliest convenience, so we may place your name in our program.

I have enclosed a brochure about our Association, so you may become familiar with its proud history of service to the federal community since 1921.

I have taken the liberty of attaching a sample proclamation, should you desire to issue one in observance of our [number] Biennial Convention.

We look forward to your early and favorable response.

Respectfully,

[Name]

Chair, Convention Host Committee

Copy to:  
Federation President

*NOTE: Our numbers of members vary – check with Federation President (via the District Vice President) before sending this letter.*